

Instructions for Verifying a Nurse Aide on the Website

(as of 02-09-12)

These instructions are designed for Nebraska facilities that want to check Nurse Aides on the Nebraska Nurse Aide Registry or Nurse Aides who want to check on themselves.

Nebraska Nurse Aides are not on a renewal system. They are kept “Active” on the Registry by their last test date or last date of employment—one or the other must be within two years. Employment must be reported to the Registry by the employer; a Nurse Aide cannot report employment for his/her own record. A Nurse Aide should remind an employer to submit verification to the Registry and may want to call the Registry to make sure it has been reported. A Nurse Aide can count employment as long as he/she is performing nurse aide duties for pay. For private duty, a notarized Employment Verification Form must be signed by the employer in front of a Notary Public and submitted to the Registry at least once every two years.

Nurse Aides on the Nebraska Nurse Aide Registry can be checked on our website http://dhhs.ne.gov/publichealth/Pages/crl_nursing_na_na.aspx by the following procedure. Any questions, call the Nurse Aide Registry at 402-471-0537.

1. The License Information System screen will come up. Click on “License Search”. On the next screen, scroll down until you see “Individual” and click on it to bring up the search screen.
2. **Change the License Status to “All”.** This is very important as any nurse aide with abuse/neglect will not have an “Active” status. Enter the first and last name of the aide or the registry (license) number. You may leave the Profession as “All”, but you should change the License Status to “All” as it defaults to only show Active licenses. If a nurse aide has abuse or neglect, the status will be “Ineligible”. Enter the first and last names of the aide or registry (license) number and click on “Search”. You do not need to complete any of the other fields unless you are searching by that field. (Instructions are shown at the top of the screen.)
3. A list will appear on the screen of all those people on the system under that name or license number. **Move the cursor over the person’s name and click on it to view the aide’s record.** You will notice that it says “Expires 00/00/0000” for all nurse aides. This is because nurse aides are not on a renewal system; nurse aides remain active for 2 years from their last test date or their last date of employment as shown on the Registry, whichever is later. If you need to know an expiration date, you may contact the Registry.
4. Since many times there can be more than one person with the same first and last name and because Social Security Numbers and Dates of Birth do not appear on our website, we encourage you to **check the address to verify this is the correct person.** If you are not sure, please contact our office so we can look it up by Social Security Number.
5. **Scroll down to Examination Information to see if the aide has tested within the last two years.** Normally Nurse Aide Exams appear as “pass--Comp Eval-Written” and “pass--Comp Eval-Clinical”. Nurse Aides must pass both exams. If they have retested, they may have more than one set of exams listed. You may also see “Waive” if the aide was a nursing student and nursing school courses were used to add or update them on the Registry.

6. **Check the Disciplinary Action to make sure there is not abuse, neglect, misappropriation, or conviction listed.** If there is a Finding of Abuse, Finding of Neglect, Finding of Misappropriation, or Finding of Conviction listed in this field, this aide is not eligible to work in a certified nursing home or LTC facility. If it is a conviction, the aide is not eligible to work in any state-regulated nursing facility. Sometimes you will see Action Pending—the aide is still eligible to work with this status until the action becomes final. You may obtain additional information about an Action Pending or disciplinary action by calling the Registry at 402-471-0537.
7. If the exam information is current, there is nothing in Disciplinary Action, and the status is “Active”, you **may print out the information** for the aide’s file. This aide is current and eligible to work in a certified nursing facility. **Effective April 1, 2008, you do not need to obtain a Registry Letter as long as the status is “Active”.** There is a feature on the website to generate an official verification of the license if you prefer to use it instead of just a screenprint. You just need to click on “Generate a verification of this license” at the top of the screen. It will bring up a verification on official letterhead with a seal for you to print out.
8. You may contact us by telephone, by fax, or by e-mail if you have any questions about this. Registry Phone Number 402-471-0537; Fax Number 402-471-1066; E-Mail Address: nancy.stava@nebraska.gov
9. **If you hire the aide, be sure to update the Registry by submitting a Nurse Aide Registry Form to the Registry to update his/her employment history on the Registry. Also send us a Termination Form for any aides that leave your employment.** These forms are available on the Nursing Support Website which is http://dhhs.ne.gov/publichealth/Pages/crl_nursing_na_na.aspx. Look under “Facility Forms”.

Tips:

1. **If you are not able to find an aide by the current last name, check under any previous last names. Also, try any lengthened or shortened forms of the name or nicknames, i.e. Deborah for Deb, Joe for Joseph, Beth for Elizabeth, etc.**
2. **For names like Mc Donald, O’Rourke, or St. John, if you are not able to find the aide, you may want to try with or without a space, apostrophe, or period. For hyphenated last names, you might try it with and without the hyphen and by the first name only and last name only or reverse the order of the names.**
3. **If you are not sure how the name is spelled, you may put in just the first few letters with an * and the system will bring up a list of all that start with those letters.**
4. **All exams for all professional licenses that a person holds could be shown under Examination Information.**
5. **An aide who fails either the written exam or the clinical exam three times must retake the 75-hour course and then retest.**
6. **If an aide is showing a “Lapsed” status, it could be because the Registry does not have all of the aide’s employment history. If there is a two-year gap in employment history as a Nurse Aide as shown on Registry records, the status will show Lapsed. There is not a reliable way to know what the last date of**

employment is by looking at the Status or Reason This Status or Date This Status fields. Many times the date and status are not correct. We recommend that you verify the last date of employment with the Registry. If the aide has worked performing nurse aide duties for pay since the last date of employment shown on the Registry, the aide could request an Employment Verification Form (EVF) from the employer(s) to update our records. These EVF's can be faxed (as long as the Notary Seal is visible on the fax) or sent to our office. They are normally processed the same day they are received. These EVF's do not need to be notarized if from one of our normal nurse aide employers. It does need to be notarized for private duty, out of state employment, or not a normal nurse aide employer.